

Borough of Greencastle
Assistant Manager's Report

July 2019

By: Lorraine Hohl

Significant Events

Old Home Week

- On behalf of the entire Borough of Greencastle staff, we would like to thank the Old Home Week Committee for their extensive efforts for a successful and safe 40th triennial celebration! The importance of historical preservation paired with a familial atmosphere, makes Greencastle's community unmatched.
- I additionally want to thank the Old Home Week Committee for allowing the Borough of Greencastle to replace the Antique Car Show banner located on N. Carlisle St. with the new Farmer's Market Sign mid-week.
- The Administrative Office volunteered at the Old Home Week Headquarters throughout the week, where we sold badges and memorabilia. Additionally, our Billing & Program Coordinator Emilee Little and her family entered their 1955 Chevy Belair to the Antique Car Show; Borough Manager Eden Ratliff was a judge in the dog show.
- On opening Saturday, the Boy Scouts notified Headquarters that the transformer box where their fry truck was plugged into was smoking. Fortunately, Borough staff was working in Headquarters and notified Bob and the Fire Department immediately. Bob & a representative from GW Electric determined that the smoke came from over-use of old wires. GW fixed the wires and no other issues were reported. GW Electric had verified all electrical sources prior to Old Home Week but reported no necessary changes. Structural integrity of wiring can be difficult to determine if there are no signs of deterioration. GW Electric and the Public Works Department advise electrical upgrades for the 2020 budget for safety and organizational purposes.

Farmer's Market

- The farmer's market is confirmed for the last Thursday of the month from August to October. The first date of the market is August 29th from 4-7pm in the Life Center Church parking lot, which is located at 35 N. Carlisle Street. Flyers, postcards and banners were printed and have been deployed and distributed to many Greencastle and surrounding community businesses. It has been advertised on the Borough of Greencastle's website and Facebook page. The overall community response has been overwhelmingly positive; to date, Facebook data shows around 8,300 people reached and 350 people specifically interacting with the post and specifically noting their interest of the event. We thank you for your continued support and welcome your attendance! Participating vendors include Broadleaf Acres, the Williamson Ruritan Club, Undone Kombucha, Janzell Winery, Fat Russ's BBQ & GearHouse Brewing.
- Staff would specifically like to thank F&M Trust for sponsoring the event and giving generously. With their help, we were able to purchase overhead banners, totes and yard signs. They have also asked how they can give in labor hours, as well. We look forward to working with them in the

future! Furthermore, we want to thank the Greencastle Chamber of Commerce for their support with marketing endeavors and the use of their picnic tables for the day of the event.

Development

GAEF:

- The Borough office received a land development plan for the new Kaley Field concession stand. To date, it is under review by the Planning Commission and further action will be discussed at the September council meeting.

Conditional Use Hearing (Blue Heron & Rescue Hose Co.)

- The Borough has received conditional use application 2019-01 submitted by the Rescue Hose Company No. 1 (RHC) with the Blue Heron as a co-applicant. The property identified in the application is 407 S. Washington Street located in the General Residential Zone (R2). The RHC is proposing to allow for a MULTI-PURPOSE VENUE- EVENTS CENTER. The application was reviewed by the Planning Commission who has the opportunity to provide non-binding comments to the Borough Council who has the authority over the application. A public hearing is scheduled in front of the Borough Council and public on September 3rd at 7:00p.m. The hearing is being advertised in accordance with regulations outlined in the Pennsylvania Municipalities Planning Code. Interested citizens are encouraged to provide testimony at the hearing in September.

Administration and Finance

Mid-Year Reporting Fund Balances (using June 2019 reconciled numbers) *includes investments*

General Fund (01)	\$1,069,050.09
Sewer Fund (08)	\$806,652.77
Capital Reserve Fund (30)	\$269,822.61
Highway Aid Fund (35)	\$410,472.65

2018 Audit Completion

- Boyer & Ritter has successfully completed the 2018 audit with no significant findings. A copy of the 2018 audit will be provided to Council at the August meeting.

Budget Preparation (See Schedule on Page 7)

- We have begun the budget process for 2020! All justification sheets have been sent to their respecting departments with a tangible return date. Please make note of meeting dates. The budget process will go smoothly if all can attend and observe throughout the entire process.

Waterfall Policy & Stormwater Delinquencies

- When developing the Stormwater Utility and Stormwater Pollutant Impact Fee the Administration and Finance Committee, along with the full Borough Council, stressed the importance of treating all utilities consistently. This ensures efficient administration and management. Staff is asking Council to approve a partial payment allocation schedule, which will ratify the process of receipting partial payments. The partial payment allocation would require all partial payments to be allocated in the following order: Penalties → Stormwater → Sewer → Water. The existing utility management system is setup in accordance with this schedule but should be supported by enacted Council policy. This will clarify the setup and be most transparent for the public.
- In further pursuit of consistent administration of all utilities the Council should consider enacting a delinquency schedule for late stormwater payments. In the first quarter roll out of Stormwater Pollutant Impact Fees there were no late fees assessed for late payments. Moving forward the Council can enact a delinquency schedule consistent to that of water and sewer to motivate timely payments of utility bills:

35 Days past the utility bill date	5% of balance
49 Days past the utility bill date	10% of balance

The partial payment allocation schedule and delinquency schedule were approved by the Borough Solicitor.

Personnel

- I am pleased to announce the hire of Michael Lehman of Greencastle to the Public Works team. Michael has a background in construction and maintenance. He has jived well with the team and enjoys his position.
- The Wastewater Department is seeking a part-time trainee position to work every other weekend for \$17.00/hr. Please apply either online or submitting an application to the Borough Office.

Public Safety

Green Light Go Update

- A pre-construction meeting was held on August 6th at the location of the project where electrical issues were navigated. Materials for the project have been ordered and the notice to proceed has been issued. Construction is slated to begin in 8 weeks due to contractor schedules and material lead times. Although school will be back in session final completion is coming upon us.

Public Facilities

2016 Sidewalk Maintenance Program Update

- In the effort to provide safe walking infrastructure within the Borough, in 2011 Council implemented a sidewalk and curb installation/inspection program. Every 5 years, portions of the community are informed of maintenance or installation needed to remain in compliance. Unfortunately, 5 properties have resisted compliance. As a result, the Borough of Greencastle has begun to schedule the installation of new sidewalk and will be placing a lien on the properties affected.

Administrative Office

Conrad Update

- Staff and Salzmann Hughes are excited to announce the closing of the Conrad legal matter. A comprehensive briefing will be provided to all of Council for discussion, which will be distributed for the September 3rd council meeting.

Utility Billing

- I want to specifically thank the administrative staff for their exhaustive efforts for overcoming the challenge of billing a new utility. Not only did the utility bills still disperse on time, their timeliness of their intellectual knowledge allowed them to produce bills on a high level of accuracy. Their attention to detail and overarching supportiveness, helped to answer over 300 questions regarding stormwater.
- Second quarter bills were due on July 31st and we have completed billing for our first round of delinquencies. Around 250 delinquencies were processed, showing similarities in number of citizens billed compared to previous quarter reporting. In relation to the Stormwater Pollutant Impact Fee (SPIF), we certainly received comments, but the majority of billings were made in full.

Permits

- As a friendly reminder, I would like our residents to note the importance of completing necessary permits when performing various work. Permitting work is extremely important to ensure standards set forth in the Code of the Borough of Greencastle and safety precautions. Our staff works diligently to provide you the most accurate information you need for any permitting questions. Additionally and more specifically, staff would like to reiterate the need for a Land Use Permit when increasing or reducing impervious space on your specific parcel. This signals a remap of the property and therefore, a reduction in your quarterly Stormwater Pollutant Impact Fee.

Code Enforcement Update

- The Borough of Greencastle has been increasingly more active with code violations this summer than in recent past. In total we have sent 22 violation letters in relation to burn barrels, non-road worthy vehicle and junk all outlined in Chapter 132 of the Code of the Borough. Currently, there are two violations rendering decision from the local Magistrate's office. Internally, the

process of filing code enforcement letters, follow-up/progress maintaining and the management of open violation cases is managed by our Billing & Program Coordinator.

MS4 Update

- In order to be in compliance with our General MS4 Permit, the Borough has been working with our engineer, Keith Moore with Frederick & Siebert, to complete regulatory requirements. Our permit requires the submission of an annual report which outlines our compliance with the 5 Minimum Control Measure (MCMs) and sediment reduction requirements.

Website Update

- Shenberger Technology has been working diligently and expertly on the new website for the Borough. Citizens are encouraged to visit the site for a wealth of information about their local government. Currently Shenberger, along with the Borough's I.T. company, Global Data Consultants, are working on a downloadable calendar of government functions for interested citizens. This calendar will be an innovative way for the community to stay tuned with meetings and events of the government. A public display of the calendar is scheduled for the September 3rd Council meeting.

Social Media

- Many citizens and visitors of the Borough of Greencastle are socially connected on the internet; many relying on it for their source of news and information. Local government has a unique opportunity to engage this segment of the population by having a presence on social media. Far too often staff has heard, "I wish you guys had a Facebook page because then I would be more likely to hear about..." This is a proactive step for our community. A Facebook page for the Borough of Greencastle has been created, along with internal operation and maintenance guidelines. The page will be for the disbursement of information only. Staff will not use the page to directly converse with the public nor engage other pages for the purposes of information disbursement. Other persons and pages will also not be able to post of the Borough's page and elected officials will not be able to post or deliberate on the page either. The internal guidelines are deliberately structured so that the Sunshine Act is not violated and the page maintains a high degree of professionalism. We are thrilled to join the Greencastle Police Department in our social media presence.

Pennsylvania Borough Code Update

- Thank you to the Pennsylvania Legislature and Governor Wolf for adopting HB 548 into law on July 2, 2019. HB 548 amends the Pa Borough Code to allow for the Borough to levy taxes annually via resolution if the millage rate is unchanged rather than by ordinance. This saves both advertising expenses and administrative hurdles when developing the annual budget. This is a commonsense update to the Borough Code.

Public Works (report notes from Public Works Manager: Bob Manahan)

Significant Accomplishments

- The Public Works team completed many tasks in preparation for OHW, which required significant time and attention to detail. For example, some of the duties accomplished were painting 80% of the curbs downtown, painting and straightening the bollard on S. Washington/Baltimore Street, weeding, hanging numerous flags and banners, deploying no parking signs along the parade route, bagging meters for stage setup, meeting with electricians and more.

Upcoming Projects

- **Additional Street Lights:** Members of our community have raised concern regarding the lack of lighting in a few areas of town, which raised a few concerns regarding clear accessibility and safety. After review and analysis, with less than significant financial impact, the following additional street lights will be placed throughout the Borough.
 - 29 N. Jefferson Street
 - Eastern side of Center Square
 - Intersection of Franklin Street and S. Carlisle Street
 - Current end of Teaberry Lane
- **Paving**
 - Tyrone: Frederick and Seibert is preparing a cost estimate for reconstruction.
 - North Carlisle: Bob, Eden, Lorraine and a representative from Frederick & Seibert walked North Carlisle Street to discuss necessary upgrades to infrastructure, such as curbs and sidewalks, storm drains, raising manholes and realigning sections of the road. The Borough engineer's office is reviewing plans and will be offering comments with proposed upgrades.

Wastewater (report notes from Chief Wastewater Operator: Kevin Hunsberger)

Significant Accomplishments

- "Probably one of the most important accomplishments for the month was turning in the Capital Project List for the next five years." Kevin has been working on his 5 year Capital Budget for a few months paired with update meetings with staff. This provided a time for staff to ask questions and guide the process to ensure a quality long-term budget.

Upcoming Projects

- **Meadow Manhole Rehabilitation:** Last month Council approved a quote from Ganoë Paving to rehabilitate manhole 109-A due to significant deterioration. While awaiting materials and scheduling needs of the contractor, the department is waiting from a DEP approved permit for working in a wetland. In order to work in the protected wetland and minimize impact, DEP requires the contractor to use timber mats and mulch around the worksite.
- **Center Wheel Bearing Replacement:** Schreiber to complete the work late September or October.
- **Trickling Filter Removal & Grading:** waiting on scheduling needs from Scott's Hauling to complete the work.
- **Carlisle Street Pumping Station:** Under engineering review with William Hill Engineering.

2020 Budget Meeting Schedule

<u>Due Date</u>	<u>Project</u>	<u>Jurisdiction</u>
September 25 th	Capital Project Proposals	Finance/Mayor
October 3 rd	Admin., Operations, Total Expenditures & Revenue	Finance/Mayor
October 10 th	Revenues & Wrap Up	Finance/Mayor
October 15 th	Special Council Meeting to Preliminarily Adopt Budget	Council/Mayor
November 18 th	Adopt Budget & Tax Ordinance/Resolution	Council/Mayor

Note: All meetings open to the public.

Farmer's Market Pictures

